



McKissack & McKissack of Washington, Inc.
901 K Street, NW
6th Floor
Washington, DC 20001

May 11, 2020

Invoice No:

W14-3214-PCM - 71

Brailsford & Dunleavy
1140 Connecticut Avenue NW Suite 400
Washington, DC 20036

Invoice Total	\$143,636.19
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Project W14-3214-PCM MSA Baltimore Schools – PCM

Professional Services from April 1, 2020 to April 30, 2020

Phase 04 TASK #4 PROGRAM LEVEL CPM SCHED YR 1&2

Professional Personnel

	Hours	Rate	Amount	
Johnson, Nicole	82.00	145.00	11,890.00	
Totals	82.00		11,890.00	
Total Labor				11,890.00
		Total this Phase		\$11,890.00

Phase 08 TASK# 08 PROGRAM SUPPORT - PM SOFTWARE

Task 2 Proliance Administration & Support

Professional Personnel

	Hours	Rate	Amount	
Gunduzhan, Cigdem	164.00	161.00	26,404.00	
Totals	164.00		26,404.00	
Total Labor				26,404.00
		Total this Task		\$26,404.00
		Total this Phase		\$26,404.00

Phase 12 REIMBURSABLES

Task 3 Cell Phones

Reimbursable Expenses

Verizon Wireless				
4/30/2020	Verizon Wireless – PMCM DC-BAL		176.19	
Total Reimbursables			176.19	176.19
		Total this Task		\$176.19
		Total this Phase		\$176.19

Phase TRANSF ALLOWANCE / CONTINGENCY TRANSFERS

Task 11.21 TASK #10 ADD PROGRAM MANAGEMENT SUPPORT

Professional Personnel

	Hours	Rate	Amount	
Herrera, Alicia	63.00	119.00	7,497.00	
Preller, Tracy	169.00	132.00	22,308.00	
Totals	232.00		29,805.00	
Total Labor				29,805.00

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Reimbursable Expenses

Preller, Tracy			25.00	
Total Reimbursables	1.0 times	25.00	25.00	
	Total this Task		\$29,830.00	

Task 11.22 MCKISSACK WBE PM SUPPORT

Professional Personnel

	Hours	Rate	Amount	
Harden, Jonathan	168.00	132.00	22,176.00	
Masumi, Noor	172.00	174.00	29,928.00	
Spies, Joel	176.00	132.00	23,232.00	
Totals	516.00		75,336.00	
Total Labor			75,336.00	
	Total this Task		\$75,336.00	
	Total this Phase		\$105,166.00	
	Total this Invoice		\$143,636.19	

Billings to Date

	Current	Prior	Total
Labor	143,435.00	9,960,462.19	10,103,897.19
Consultant	0.00	31,800.00	31,800.00
Expense	201.19	113,029.46	113,230.65
Add-on	0.00	252.00	252.00
Totals	143,636.19	10,105,543.65	10,249,179.84

Billing Backup

Monday, May 11, 2020

McKissack & McKissack of Washington, Inc.

Invoice 71 Dated 5/11/2020

7:03:20 PM

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Phase	04	TASK #4 PROGRAM LEVEL CPM SCHED YR 1&2
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Professional Personnel

		Hours	Rate	Amount
Johnson, Nicole	4/1/2020	5.00	145.00	725.00
	Continue schedule reporting and swing space updating			
Johnson, Nicole	4/2/2020	8.00	145.00	1,160.00
	Continue schedule reporting and swing space updating			
Johnson, Nicole	4/3/2020	5.00	145.00	725.00
	Continue schedule reporting and swing space updating			
Johnson, Nicole	4/8/2020	4.00	145.00	580.00
	Update PM schedules			
Johnson, Nicole	4/9/2020	8.00	145.00	1,160.00
	Update schedules			
Johnson, Nicole	4/10/2020	8.00	145.00	1,160.00
	Finalize Feb schedule			
Johnson, Nicole	4/15/2020	8.00	145.00	1,160.00
	Processing new udate sheets for PMs			
Johnson, Nicole	4/16/2020	8.00	145.00	1,160.00
	updating schedule			
Johnson, Nicole	4/17/2020	6.00	145.00	870.00
	Update schedules			
Johnson, Nicole	4/20/2020	3.00	145.00	435.00
	updating project manger schedules			
Johnson, Nicole	4/21/2020	3.00	145.00	435.00
	updating project manger schedules			
Johnson, Nicole	4/22/2020	8.00	145.00	1,160.00
	updating project manger schedules			
Johnson, Nicole	4/23/2020	8.00	145.00	1,160.00
	updating project manger schedules			
	Totals	82.00		11,890.00
	Total Labor			11,890.00
	Total this Phase			\$11,890.00

Phase	08	TASK# 08 PROGRAM SUPPORT - PM SOFTWARE
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Task	2	Proliance Administration & Support
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Professional Personnel

		Hours	Rate	Amount
Gunduzhan, Cigdem	4/1/2020	8.00	161.00	1,288.00
	Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Bay-Brook and Medfield Heights projects. Transferred Proliance licenses and created new Proliance and Cognos accounts for Dustin Construction. Setup Proliance training for Dustin. Provided assistance to MCN with correcting RFI documents in Proliance, and purchasing new licenses. Created a new Proliance user license tracking sheet because old version was corrupted in Google Drive. Started to restore all user licenses in the new sheet.			

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Gunduzhan, Cigdem	4/2/2020	8.00 161.00	1,288.00	
Reviewed submittal log template for Calverton for Whiting Turner and provided technical assistance. Worked with CRA to fix some issues with submittals on Harford Heights, and provided technical assistance to the team. Processed CDRs for Medfield project. Followed up on new license procurements for CMs with Trimble. Provided Proliance assistance to the PM for CDRs on Fairmount Harford project.				
Gunduzhan, Cigdem	4/3/2020	8.00 161.00	1,288.00	
Provided Proliance training to Dustin Construction. Processed CDRs for Medfield and Walter P. Carter projects. Provided technical assistance to James Mosher project team. Worked with the PM to resolve an issue on a CDR document in Medfield Heights project. Audited submittals and daily work journals for a few projects, and communicated issues with the teams.				
Gunduzhan, Cigdem	4/6/2020	8.00 161.00	1,288.00	
Reviewed all invoices report for data accuracy for all projects. Worked with CRA to make adjustments on some submittals for Harford Heights project. Processed CDRs for John Ruhrah project. Provided technical assistance to CRA on Montebello project. Followed up with Trimble on new user licenses for MCN.				
Gunduzhan, Cigdem	4/7/2020	8.00 161.00	1,288.00	
Processed CDRs for John Ruhrah and Medfield Heights projects. Setup Proliance user accounts and Cognos accounts for MCN, and provided technical assistance to the team for Robert Coleman project. Provided technical assistance to external users. Made some corrections on CDR documents for John Ruhrah. Updated Proliance user licenses sheet.				
Gunduzhan, Cigdem	4/8/2020	7.00 161.00	1,127.00	
Reviewed all outstanding items for all projects and communicated issues with PMs. Worked with Lorax and CRA to fix an issue with submittal review. Provided technical assistance to external users. Revised and updated Proliance user accounts sheet. Made corrections on automated messages in the back-end configuration.				
Gunduzhan, Cigdem	4/9/2020	8.00 161.00	1,288.00	
Provided assistance to MCN on their daily reports preparation and submission. Processed CDRs for Calvin Rodwell project. Worked with the PM to correct errors in CDR forms on Calvin Rodwell project. Audited submittals on Calvin Rodwell project.				
Gunduzhan, Cigdem	4/10/2020	8.00 161.00	1,288.00	
Processed CDRs for Calvin Rodwell project. As a routine end-of-week task, checked data entries for all projects, and communicated issues and urgent outstanding items with the teams. Updated and finalized the Proliance user setup sheet. Audited user licenses and updated the license tracking sheet. Provided technical support to external users.				
Gunduzhan, Cigdem	4/13/2020	8.00 161.00	1,288.00	
Reviewed all invoices report for data accuracy for all projects. Processed CDRs for Medfield Heights project. Entered subcontractors info into Proliance for MCN on Robert Coleman project. Provided support to internal and external users.				
Gunduzhan, Cigdem	4/14/2020	8.00 161.00	1,288.00	
Reviewed daily reports on Harford Heights and Medfield Heights projects, and reported issues to the PMs. Provided support to external users. Followed up with Trimble on an issue with regard to Proliance notification distribution. Explored and worked on SQL scripts to figure out their various applications on reports.				
Gunduzhan, Cigdem	4/15/2020	8.00 161.00	1,288.00	
Reviewed all outstanding items for all projects and communicated issues with PMs. Reviewed monthly payments and change orders report. Reviewed DWJs and reported issues to the PM and CM team, and helped them make corrections on the reports on Medfield project. Provided technical support to external users. Continued to explore and work on SQL scripts to figure out their various applications on reports.				
Gunduzhan, Cigdem	4/16/2020	8.00 161.00	1,288.00	

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	<p>Provided assistance to MSA APM on Proliance access. Provided technical assistance to CRA for submittal issues on Harford Heights project. Processed CDRs for Mary E. Rodman project. Provided assistance to MCN on purchasing additional Proliance licenses. Provided technical support to internal and external users.</p>			
Gunduzhan, Cigdem	4/17/2020	8.00 161.00	1,288.00	
	<p>Created Proliance and Cognos accounts for MCN and MSA and updated license tracking sheet. Provided Proliance training to MCN. Processed CDRs for Medfield Heights and Cherry Hill projects. Followed up on daily work journals issues on Medfield project. Provided technical support to internal and external users. Worked with the PM to address a few issues related to CDRs on Medfield and Calverton projects.</p>			
Gunduzhan, Cigdem	4/20/2020	8.00 161.00	1,288.00	
	<p>Reviewed all invoices report for data accuracy for all projects. Entered sub-contractors info into Robert Coleman project. Provided technical support to Proliance users. Helped JRS and Whiting Turner with their user accounts issues. Reviewed project data and processes on a few projects, and reported issues to the PMs.</p>			
Gunduzhan, Cigdem	4/21/2020	8.00 161.00	1,288.00	
	<p>Processed CDRs for Mary E. Rodman project. Provided assistance to MSA PM on Mosher for misc. expense invoices. Setup a Proliance training for Mosher A/E team. Reviewed project data and processes on a few projects, and reported issues to the PMs. Provided technical support to external users.</p>			
Gunduzhan, Cigdem	4/22/2020	7.00 161.00	1,127.00	
	<p>Provided Proliance training to Waldon Studio Architects for James Mosher project. Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Walter P. Carter and Mary E. Rodman projects. Assisted MCN with some RFI issues. Setup project home pages with dashboards for Harford Heights, Calverton, Robert Coleman and James Mosher projects.</p>			
Gunduzhan, Cigdem	4/23/2020	8.00 161.00	1,288.00	
	<p>Processed CDRs for Mary E. Rodman project. Worked with the PM on Mary E. Rodman project to resolve an issue related to project financials in Proliance. Provided technical assistance to users. Reviewed project data on Medfield Heights project, and followed up on daily report issues with the project team. Setup external project folders in Proliance for a few projects.</p>			
Gunduzhan, Cigdem	4/24/2020	8.00 161.00	1,288.00	
	<p>Processed CDRs for Mary E. Rodman project. Made changes in the back-end configuration, updated APM security role, and tested the changes. Worked with the PM to resolve a few issues on James Mosher project. Made adjustments on some user accounts based on projects' needs. Provided technical assistance to users.</p>			
Gunduzhan, Cigdem	4/27/2020	7.00 161.00	1,127.00	
	<p>Reviewed all invoices report for data accuracy for all projects. Provided technical assistance to external users. Processed CDRs for Mary E. Rodman project. Entered sub-contractors info in Harford Heights project in Proliance. Provided assistance to Dustin Construction on Govans project. Worked with the PM on Mary E. Rodman project to resolve a couple of issues on CDRs.</p>			
Gunduzhan, Cigdem	4/28/2020	4.00 161.00	644.00	
	<p>Processed CDRs for James Mosher project and Medfield Heights. Continued to enter sub-contractors info in Harford Heights project in Proliance. Provided technical assistance to internal and external users.</p>			
Gunduzhan, Cigdem	4/29/2020	5.00 161.00	805.00	
	<p>Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Walter P. Carter and Mary E. Rodman projects. Provided technical assistance to USA Architects on Govans project. Reviewed submittals, RFIs and daily work journals for a few projects, and reported issues to the PMs.</p>			
Gunduzhan, Cigdem	4/30/2020	6.00 161.00	966.00	

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Continued to enter sub-contractors info in Harford Heights project in Proliance. Processed CDRs for Calverton and Bay-Brook projects. Updated Proliance license tracking sheet based on recent changes in user accounts. Reviewed submittals, RFIs and daily work journals for a few projects, and reported issues to the PMs. Provided technical support to external users.

Totals	164.00	26,404.00	
Total Labor			26,404.00
Total this Task			\$26,404.00
Total this Phase			\$26,404.00

Phase	12	REIMBURSABLES	
Task	3	Cell Phones	
Total this Task			\$176.19
Total this Phase			\$176.19

Phase	TRANSF	ALLOWANCE / CONTINGENCY TRANSFERS	
Task	11.21	TASK #10 ADD PROGRAM MANAGEMENT SUPPORT	

Professional Personnel

		Hours	Rate	Amount
Herrera, Alicia	4/3/2020	4.00	119.00	476.00
	Accounting Services & Requisition Review			
Herrera, Alicia	4/6/2020	4.00	119.00	476.00
	Accounting Services & Monthly Requisition Review			
Herrera, Alicia	4/7/2020	3.00	119.00	357.00
	Accounting Services & Requisition Review			
Herrera, Alicia	4/8/2020	4.00	119.00	476.00
	Accounting Services & Monthly Requisition Review			
Herrera, Alicia	4/9/2020	4.00	119.00	476.00
	Review of January Requisition Reimbursables & Accounting Services			
Herrera, Alicia	4/10/2020	6.00	119.00	714.00
	Finalize Review of January Reimbursable Expenses (Verizon), Creation & Finalization of the February Requisition, submitted for signature to McKissack and B&D, Signed & Returned, Submitted to Erick Johnson with MSA for Approval.			
Herrera, Alicia	4/13/2020	4.00	119.00	476.00
	Accounting tasks, MBE, Requisition Review Process			
Herrera, Alicia	4/14/2020	4.00	119.00	476.00
	Accounting Services, Proliance Entry of Req.			
Herrera, Alicia	4/15/2020	5.00	119.00	595.00
	MBE Upateing / Check Review, Monthly Accounting Services			
Herrera, Alicia	4/17/2020	2.00	119.00	238.00
	MBE Discussion and Review / Requisition upload and review with B&D into shared documents			
Herrera, Alicia	4/20/2020	4.00	119.00	476.00
	Accounting Services, Requisition Review			
Herrera, Alicia	4/21/2020	2.00	119.00	238.00
	Accounting Services & MBE Review			
Herrera, Alicia	4/22/2020	2.00	119.00	238.00
	Follow up on February's requisition with MSA, Review of approved requisition on Proliance for January, and review of BTG received March requisitions for processing			
Herrera, Alicia	4/23/2020	3.00	119.00	357.00
	Accounting Services, Requisition Review			

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Herrera, Alicia	4/24/2020	3.00	119.00		357.00	
	Accounting Services & Monthly Requisition Review					
Herrera, Alicia	4/27/2020	3.00	119.00		357.00	
	Accounting Services & Requisition Review					
Herrera, Alicia	4/29/2020	3.00	119.00		357.00	
	Accounting Services / Monthly Requisition Review					
Herrera, Alicia	4/30/2020	3.00	119.00		357.00	
	Accounting Services & Monthly Requisition Review / discussion for February's invoice					
Preller, Tracy	4/1/2020	8.00	132.00		1,056.00	
	Update 21st Century Spreadsheet, Communication/Logisitic Meeting, Communications wih PMs on Montebello and Highlandtown projects, coordination of principal monthly meeting conference calls, Curtis Bay coordination for move vendor site visit, FF&E Mary Rodman Contract set up in Proliance, Move Vendor contract,					
Preller, Tracy	4/2/2020	8.00	132.00		1,056.00	
	Revise Move vendor contracts, continue coordination with Curtis Bay, Revise move vendor scope of work for Highlandtown, update meetings to conference calls, Revised FF&E Purchase Order - Mary E. Rodman, roof top equipment discussion for Highlandtown, Montebello					
Preller, Tracy	4/3/2020	8.00	132.00		1,056.00	
	Logistic Team Meeting, Closing schools process meeting, Discussion with Montebello Principal, MSA Swing Space agenda,					
Preller, Tracy	4/6/2020	8.00	132.00		1,056.00	
	Logistics Team Meeting, Update Matrix Schedule, Update City Schools mail room and police dept with relocation schedule, FF&E Discussion, Montebello Discussions/PM					
Preller, Tracy	4/7/2020	8.00	132.00		1,056.00	
	21st Century Staff Meeting, Prep for MSA Swing Space Meeting, MSA Swing Space Meeting, Sign-in (411)School equipment schedule, to/from Highlandtown review, Health schedule update, Procurement updates					
Preller, Tracy	4/8/2020	7.00	132.00		924.00	
	MSA Town Hall, Scheule updates, Set up principal meeting - Mary E. Rodman, review draft scope of work for PDC building,					
Preller, Tracy	4/9/2020	8.00	132.00		1,056.00	
	Doc prep for site visit, PDC Site Visit - Scope of Work approval, Mary E. Rodman Principal Look Ahead,					
Preller, Tracy	4/10/2020	8.00	132.00		1,056.00	
	Montebello swing plan updates, principal monthly meeting documents, BCPS Sharepoint update, MSA share drive updates, Google documents update,					
Preller, Tracy	4/13/2020	8.00	132.00		1,056.00	
	Weekly Logisitic Team Meeting, Mary E. Rodman Principal Monthly Meeting, Prepare documents for Highlandtown Principal Meeting, Conference Call with 21st Century Director,					
Preller, Tracy	4/14/2020	8.00	132.00		1,056.00	
	21st Century Staff Meeting, Review Year 2 updated Schedule Forecast, Highlandtown Principal Meeting, Mary E. Rodman Principal Monthly Summary, Vendor communication, Highlandtown to/from assignment updates,					
Preller, Tracy	4/15/2020	8.00	132.00		1,056.00	
	Document prep for principal meetings, Montebello Principal Meeting, Medfield Principal Monthly Meeting, PDC Swing Space Building Discussions, Move Vendor Site Visit updates,					
Preller, Tracy	4/16/2020	5.00	132.00		660.00	
	Closing School Meeting, updated Swing Space Schedule, Coordination for Curtis Bay Site Visit, Follow up for scope of work for swing space, Review vendor invoices,					
Preller, Tracy	4/17/2020	8.00	132.00		1,056.00	
	Master Schedules, Medfield Principal Summary, Montebello Principal Summary, Documents for City Schools Swing Space Meeting, Highlandtown Principal Summary, Update notes on Closing Schools, Move Vendor Invoices,					

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Preller, Tracy	4/20/2020	8.00 132.00	1,056.00	
	Logistic Team Meeting, City Schools Swing Space Meeting, Closing Schools Meeting, Move Vendor check in - District, Move Vendor check in - Hoffberger, Move Vendor check in - Walters Relocation, Move Vendor Invoice - Medfield			
Preller, Tracy	4/21/2020	8.00 132.00	1,056.00	
	21st Century Staff Meeting, Update Mary E. Rodman to/from, Move Vendor follow up instructions, Attic Stock Storage Discussion, FF&E Invoice - Cherry Hill, Highlandtown Plan Meeting, Highlandtown to/from updates,			
Preller, Tracy	4/22/2020	7.00 132.00	924.00	
	Montebello Assignment meeting and Review, Closing Schools Meeting - Sarah M. Roach, MSA All Hands, School Recycle updates, MSA backup to share drive,			
Preller, Tracy	4/23/2020	8.00 132.00	1,056.00	
	Update copier information for all schools relocating, Principal discussions for teacher classroom preparations, Move Vendor instructions for relocations, City Schools share drive updates, Records Discussion with IEP Department, Schedule Principal check ins.			
Preller, Tracy	4/24/2020	8.00 132.00	1,056.00	
	City Schools Swing Space Meeting Minutes & distribution, Update Procurement Purchase Order Spreadsheet, 21st Century Check In with Director, Move Vendors email follow up, Update move guide for Principals,			
Preller, Tracy	4/27/2020	8.00 132.00	1,056.00	
	Logistic Team Meeting, Highlandtown Swing space storage development plan, Move Vendor instructions for packing materials, School Copier relocation locations for swing space,			
Preller, Tracy	4/28/2020	7.00 132.00	924.00	
	21st Century Staff Meeting, Mary E. Rodman storage plan development, Pantry Outfitting Meeting, Move vendor schedule of packing materials, Update Food Pantry spreadsheet			
Preller, Tracy	4/29/2020	8.00 132.00	1,056.00	
	Mary E. Rodman check in, Mary E. Rodman storage area plan finalized, Montebello Principal Discussion, Montebello storage area plan development, Highlandtown storage area plan finalized, Montebello to/from updates, file clean up,			
Preller, Tracy	4/30/2020	7.00 132.00	924.00	
	Closing/Relocation Meeting, Follow up with academic storage planning for Montebello, finalize copier relocations for all schools relocating, document preparation for Walter P. Carter Principal Meeting, Principals follow up from check ins, FF&E update contract for Mary E. Rodman			
	Totals	232.00	29,805.00	
	Total Labor			29,805.00
		Total this Task		\$29,830.00

Task	11.22	MCKISSACK WBE PM SUPPORT
Professional Personnel		
	Hours	Rate
Harden, Jonathan	4/1/2020	8.00 132.00
	Updating design department work schedule with historic information on UDAAP meeting - Review of submittals for Hartford Heights.	
Harden, Jonathan	4/2/2020	8.00 132.00
	Update Design Division Schedule sheet - Updating BCRPs access plans. Looking over submittals.	
Harden, Jonathan	4/3/2020	8.00 132.00
	updated BCRP school access maps.	
Harden, Jonathan	4/6/2020	8.00 132.00
	Update of design department work schedule - Update Site plans	

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Harden, Jonathan	4/7/2020	8.00	132.00		1,056.00	
	Morning meeting with 21st century - update of design department work schedule - review of HH / SL doors and frames submittal.					
Harden, Jonathan	4/8/2020	8.00	132.00		1,056.00	
	Research millwork. Review Submittals. clean up clash detection files.					
Harden, Jonathan	4/9/2020	8.00	132.00		1,056.00	
	Updated Navis works and cleaned up space on computer. phone calls with M. McBride and Noor regarding signage and dedication plaque. Start Signage update.					
Harden, Jonathan	4/10/2020	2.00	132.00		264.00	
	Phone call for dedication plaque and followup. Removing unnecessary programs from computer with assistance from IT.					
Harden, Jonathan	4/13/2020	8.00	132.00		1,056.00	
	Coordination on signage and dedication plaque for JR, and BB. Submittal reviews. updating and sending out the department work schedule.					
Harden, Jonathan	4/14/2020	8.00	132.00		1,056.00	
	Coordination for dedication plaques for JR and BB. Signage coordination and followup. Submittal reviews					
Harden, Jonathan	4/15/2020	8.00	132.00		1,056.00	
	Signage coordination and review. Submittal reviews for Medfield and Harford					
Harden, Jonathan	4/16/2020	8.00	132.00		1,056.00	
	Coordination on signage and dedication plaque. Submittal reviews. Navis file update and review for Northwood.					
Harden, Jonathan	4/17/2020	8.00	132.00		1,056.00	
	Signage update on Govans and Patterson. Review of Signage approval for MER.					
Harden, Jonathan	4/20/2020	8.00	132.00		1,056.00	
	Review of Montebello SD submittal, Signage review for MER message schedule and follow-up with Clash detection for Northwood.					
Harden, Jonathan	4/21/2020	8.00	132.00		1,056.00	
	MER Sign coordination meeting and review of message schedule. Northwood Clash follow-up review on 90% CDs. updating school naming conventions					
Harden, Jonathan	4/22/2020	8.00	132.00		1,056.00	
	Signage update, Clash detection for 90% Northwood Review, and submittal review.					
Harden, Jonathan	4/23/2020	8.00	132.00		1,056.00	
	Northwood 90% Clash detection review. Signage tracking schedule update, dedication plaque coordination, Coordination for Cost estimate review for Montebello.					
Harden, Jonathan	4/24/2020	8.00	132.00		1,056.00	
	areNorthwood 90%CD Clash detection, Dedication plaque coordination, submittal review for Mary E Rodman. Write up for building assessments.					
Harden, Jonathan	4/27/2020	8.00	132.00		1,056.00	
	Worked on the 90% Northwood clash detection - Continued conducting design review for 90% CD for Northwood. Attended McKissack general staff conference call. Design department update - coordination for signage - start review for signage layout for MER.					
Harden, Jonathan	4/28/2020	7.00	132.00		924.00	
	File and folder transferring for SharePoint. continue 90% Northwood Clash detection. review and comment on HH door submission.					
Harden, Jonathan	4/29/2020	8.00	132.00		1,056.00	
	Continued clash detection for Northwood 90% submission. Attended Design Department Meeting. SD Cost estimate coordination.					
Harden, Jonathan	4/30/2020	7.00	132.00		924.00	
	Finish review for Northwood 90% CD Submission. Reviewed MER signage layout submittal. Took part in McKissack meeting. Assisted with design task. helped with coordination for Montebello SD cost estimate. continued Clash detection for 90% Northwood submission.					
Masumi, Noor	4/1/2020	8.00	174.00		1,392.00	

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	Coordinated Walter P. Carter's Score Board design/submittal clarifications with the the PM & AE team. Reviewed and coordinated with the PM roofing, coping and metal trim sheeting details and mock up for Mary E. Rodman and Patterson projects. Reviewed and distributed to reviewing team, newly released construction submittals. Coordinated UDAAP information with design team staff.			
Masumi, Noor	4/2/2020	8.00 174.00	1,392.00	
	Coordinated with the PM of Mary E. Rodman roofing details and response to submittals. Reviewed and processed for in-house review Patterson's sheet metal coping and trim SAMPLE photographic submittal. Reviewed specialty items specifications for Harford Heights ensuring compliance of submittals with the specs. Participated in project coordination call with Design Director and J. Harden. Performed general design coordination and project liaison program wide.			
Masumi, Noor	4/3/2020	8.00 174.00	1,392.00	
	Reviewed newly released construction submittals for Patterson-Claremont project. In specific, coordinated TPO roofing submittal with Facilities and the PM. Reviewed Harford Heights finishes specification to ensure submittas compliance. Processed for in-house review various other submittals. Performed general design coordinations in support of the program.			
Masumi, Noor	4/6/2020	8.00 174.00	1,392.00	
	Reviewed Harford Heights project door hardware schedule and compaired te submittal with the requirements in the Spec. Reviewed and processed more than 10 newly released construction submittals for Walter P. Carter school. Performed general project coordination tasks program wide. Conducted a review of Natural Gas Piping submittal for WPC project.			
Masumi, Noor	4/7/2020	8.00 174.00	1,392.00	
	Conducted review of addressable fire alarm system for Harford Heights project. Product data was compared with the specification. Shop drawings sent to Facilities for review. Coordinated signage shop drawings with Patterson's site CM. Participated in general staff conference call. Processed in-house review of construction submittals for Patterson, Mary E. Rodman and Medfield Heights projects. Performed general project coordination tasks.			
Masumi, Noor	4/8/2020	7.00 174.00	1,218.00	
	Conducted review of Calverton School's Addendum #1 drawings, specification and transmittal detailing the changes covered under this addendum. Coordinated design development status and deliverables schedule with the PM for James Mosher and Robert W. Coleman projects. Performed general design coordination tasks program wide.			
Masumi, Noor	4/9/2020	8.00 174.00	1,392.00	
	Coordinated LEED requirements with the Consultant the PM for Patterson project. Reviewed proposed VE items for Calverton project and compared with addendum # 1 document submitted to City Schools. Reviewed newly released construction submittals. Performed general design coordination tasks in support of the program.			
Masumi, Noor	4/10/2020	8.00 174.00	1,392.00	
	Coordinated Facilities comments on Patterson roofing insulation with the PM. Reviewed exterior metal paneling substitution request for Patterson – coordinated comments with the PM and returned the submittal back to PM. Conducted preliminary review of Schematic Design Submittal for Montebello. Performed general design coordination tasks.			
Masumi, Noor	4/13/2020	8.00 174.00	1,392.00	
	Reviewed A/E's response to City Schools review comments on Montebello Concept Design to ensure comments are addressed in current submission. Coordinated with PM and distributed for in-house review, Montebello's Schematic Design package. Updated project tracking sheets and forwarded to both Executive Director and Design Director. Conducted phone conference with Design Director and APM to review projects status.			
Masumi, Noor	4/14/2020	8.00 174.00	1,392.00	

Project	W14-3214-PCM	MSA Baltimore Schools - PCM	Invoice	71
	Assisted Design Director with design projects schedule & tracking updates. Coordinated design work with MSA's PMs. Processed construction submittals and transmitted review comments to PM/Proliance. Attended general staff meeting via phone.			
Masumi, Noor	4/15/2020	8.00 174.00	1,392.00	
	Reviewed and processed for in-house review, various construction submittals for Mary E. Rodman, APC, Harford Heights, Patterson and Medfield Heights projects. Performed general design coordination tasks program wide.			
Masumi, Noor	4/16/2020	8.00 174.00	1,392.00	
	Conducted preliminary review of just-received 90% CD submission for Northwood project and distributed for in-house review. Reviewed various construction submittal documents. At the direction of Design Director, researched old files to determine SPRC dates for past projects. Performed general design coordination tasks in support of the program.			
Masumi, Noor	4/17/2020	8.00 174.00	1,392.00	
	Conducted partial review of Montebello School's schematic design submission. Reviewed and processed newly released ASI for Walter P. Carter project. Reviewed construction submittals for Harford Heights, Medfield Hights and Mary E Rodman projects.			
Masumi, Noor	4/20/2020	8.00 174.00	1,392.00	
	Continued with the review of Montebello Schematic Design submission package. Processed transmission of responses to Construction Submittals. Coordinated projects with the PMs & Design Director.			
Masumi, Noor	4/21/2020	8.00 174.00	1,392.00	
	Coordinated all incoming review comments on Montebello EM school, reviewed and logged for submission to PM. Attended general staff conference call. Updated design projects schedule, reviewed with Design Director and submitted to Executive Director. Performed general design coordination tasks in support of the program.			
Masumi, Noor	4/22/2020	7.00 174.00	1,218.00	
	Transmitted review comments on Harford Heights construction submittals. Coordinated signage requirements, submittals and installation schedule with APM and Design Director. Reviewed Div. 23 specs for various projects to track HVAC and HVAC controls systems.			
Masumi, Noor	4/23/2020	8.00 174.00	1,392.00	
	Reviewed Walter P. Carters ASIs for compliance with finishing specifications. Prepared for and submitted to Design Director, VRF identification and information on HVAC control systems - program wide. Reviewed and processed for in-house review various submittals for projects under construction.			
Masumi, Noor	4/24/2020	8.00 174.00	1,392.00	
	Reviewed over 15 new construction submittals James Maosher, harford Heights, Medfield Heights, and Mary E. Rodman. Processed these submittals for in-house review. Transmitted review comments on various projects to PMs and Proliance. Conducted project coordination conference call with the Design Director and APM.			
Masumi, Noor	4/27/2020	8.00 174.00	1,392.00	
	Coordinated Patterson's roofing RFI with MSA/PM and BCPS Facilities. Issue resolved. Coordinated with MSA PM and BCPS APM service doors type and finishes for Hardford Hts. Reviewed new submittals for James Mosher and Calverton projects. Organized and uploaded design & construction documents for 6 schools from OneDrive to new SharePoint.			
Masumi, Noor	4/28/2020	7.00 174.00	1,218.00	
	Continued with conducting review of Northwood's 90% CD submission. Attended general staff conference call. Reviewed newly submitted construction submittals for Medfield Heights and Harford Heights projects. Returned reviewed construction submittals Mary E. Rodman, Bay Brook and Patterson.			
Masumi, Noor	4/29/2020	8.00 174.00	1,392.00	
	Reviewed 90% CDs, both specifications architectural drawings for Northwood project. Attended departmental design coordination conference call with Design Director. Reviewed Walter P. Carter door hardware, metal fabrication and pipe & tube railings submittals. Performed general design coordination task program wide.			

Project	W14-3214-PCM	MSA Baltimore Schools - PCM			Invoice	71
Masumi, Noor		4/30/2020	7.00	174.00	1,218.00	
	Continued with the review of Northwood's 90% CD submission with specific focus on civil, landscape architectural drawings. Also reviewed HVAC specifications to ensure digital control systems are complied with. Processed transmittals on construction submittals for Harford Hts., and Walter P. Carter projects. Responded to emails from MSA/PMs.					
Spies, Joel		4/1/2020	8.00	132.00	1,056.00	
	prepare files for sharepoint upload, WPC BOM update for MSA, coordination of confrence calls.					
Spies, Joel		4/2/2020	8.00	132.00	1,056.00	
	LTM special needs furniture needs call, Mary E. Rodman progress meeting call. administrative support for WPC/LTM furniture discussions.					
Spies, Joel		4/3/2020	8.00	132.00	1,056.00	
	Mary E. rodman FFE delivery planning meeting. WPC/LTM document review collaboration.					
Spies, Joel		4/6/2020	8.00	132.00	1,056.00	
	communications regarding board submittal, contingency fund utilization report					
Spies, Joel		4/7/2020	8.00	132.00	1,056.00	
	signing out. vendor coordination, cherry hill final invoice corrections. supply chain research					
Spies, Joel		4/8/2020	8.00	132.00	1,056.00	
	MER install coordination, planning for resubmittal on medfield and Walter P. FFE packages					
Spies, Joel		4/9/2020	8.00	132.00	1,056.00	
	MER FFE review, MER FFE drawing markup. planning with Natalie.					
Spies, Joel		4/10/2020	8.00	132.00	1,056.00	
	medfield BOM revision, Dorothy I. Heights share point document upload					
Spies, Joel		4/13/2020	8.00	132.00	1,056.00	
	call with Natalie and Michael regarding MER and Medfield procurement. BOM update coordination with vendor.					
Spies, Joel		4/14/2020	8.00	132.00	1,056.00	
	Fredrick and FT Worthington FFE file transfer to sharepoint.					
Spies, Joel		4/15/2020	8.00	132.00	1,056.00	
	submittal review for WPC and medfield, update master schedule					
Spies, Joel		4/16/2020	8.00	132.00	1,056.00	
	MER 60 shipping report review with amanda. HH/SI submittal review. FFE revision coordination for WPC/LTM medfeild and MER					
Spies, Joel		4/17/2020	8.00	132.00	1,056.00	
	continue share pint upload, resolve internet issues, email cleanup. submit cherry hill fina l invoice.					
Spies, Joel		4/20/2020	8.00	132.00	1,056.00	
	submitted cherry hill final invoice, continued FFE reduction for mefield and WPC					
Spies, Joel		4/21/2020	8.00	132.00	1,056.00	
	staff meeting, MER pantry issue resoluton, continued FFE reduction with vendors and design, confrence call to plan document submittal					
Spies, Joel		4/22/2020	8.00	132.00	1,056.00	
	continued FFE reductions for MER Medfeild and WPC, verified FFE cost estimates for City schools procurement					
Spies, Joel		4/23/2020	8.00	132.00	1,056.00	
	review of revised procurement document for Medfeild and WPC. doc review conference call with design					
Spies, Joel		4/24/2020	8.00	132.00	1,056.00	
	review and submittal of updated FFE procurement docs for WPC and Medfield.					
Spies, Joel		4/27/2020	8.00	132.00	1,056.00	
	continued support for FFE package submittal to MSA for Medfield and Walter P. Carter, pantry outfitting conference call with design team fabric care and selesction research					
Spies, Joel		4/28/2020	8.00	132.00	1,056.00	

Project	W14-3214-PCM	MSA Baltimore Schools - PCM	Invoice	71
	completed share point file transfers for wildwood, ACCE/independence, Arundel. staff meeting, pantry fit out call, fabric care research			
Spies, Joel	4/29/2020	8.00 132.00	1,056.00	
	Design team conference call, MER pantry appliance coordination w/ msa pm. review of propsed C.O.s for baybrook and Ruhrah. Walter P. carter submittal review			
Spies, Joel	4/30/2020	8.00 132.00	1,056.00	
	began Northwood 90% CD review. MER FFE planning meeting coordination. medfield submittal review			
	Totals	516.00	75,336.00	
	Total Labor			75,336.00
		Total this Task		\$75,336.00
		Total this Phase		\$105,166.00
		Total this Project		\$143,636.19
		Total this Report		\$143,636.19



Invoice Number Account Number Date Due Page
9852373700 942013579-00001 Past Due 3 of 217

Overview of Shared Usage

Participating Lines as of 04/10/20	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Data - Flexible Business Share	51	2	83.693GB	108.564GB	25.000GB
					\$250.00

Overview of Lines

Account Charges (pg.2)	Account Charges and Credits	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
	\$52.52	--	--	--	--	--	\$0.12	\$0.00	\$52.64					
Charges by Cost Center														
No Cost Center														
202-604-7099 Ursula Johnson	9	\$20.26	\$70.00	--	\$0.08	\$0.00	--	\$90.34	--	--	17.570GB	--	--	--
Subtotal		\$20.26	\$70.00	\$0.00	\$0.08	\$0.00	\$0.00	\$90.34						
DC-BAL-PMCM-BCPS W14-3214														
202-510-2269 Noor Masumi Phone	10	\$50.70	--	--	\$8.03	\$0.00	--	\$58.73	1164	6	.056GB	--	--	--
202-714-7670 Sandra Payne Phone	14	\$39.25	--	--	\$3.64	\$0.00	--	\$43.09	--	--	--	--	--	--
301-272-4105 Cigdem Gunduzhan Phone	15	\$50.70	--	--	\$8.03	\$0.00	--	\$58.73	429	122	4.619GB	--	--	--
443-478-0894 Nicole Johnson Phone	17	\$50.70	--	--	\$8.03	\$0.00	--	\$58.73	363	10	.578GB	--	--	--
Subtotal		\$112.85	\$0.00	\$0.00	\$20.25	\$0.00	\$0.00	\$133.10						
DC-BAL-PMCM-BGE R18-0012														
202-617-5137 Paul Strong Phone	19	\$50.70	--	--	\$8.03	\$0.00	--	\$58.73	421	262	.770GB	--	--	--
202-641-0794 Paul Strong Tablet	26	\$10.00	--	--	\$0.08	\$0.00	--	\$10.08	--	--	.004GB	--	--	--
202-839-1007 Chris Coates Hotspot	27	-\$13.21	--	--	\$0.00	\$0.00	--	-\$13.21	--	--	.055GB	--	--	--



Summary for Noor Masumi Phone: 202-510-2269
DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB

\$65.00 monthly charge
Unlimited monthly minutes

UNL Text Messaging

Unlimited M2M Text
Unlimited Text Message

Email & Web 2GB SHR

2 monthly gigabyte allowance
\$10.00 per GB after allowance

Beginning on 09/11/15:

22% Access Discount

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	04/11 - 05/10	65.00
22% Access Discount	04/11 - 05/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	1164	--	--
Total Voice				\$.00

Messaging	Allowance	Used	Billable	Cost
Unlimited M2M Text <i>messages</i>	unlimited	3	--	--
Picture & Video - Sent <i>messages</i>	unlimited	2	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	1	--	--
Total Messaging				\$.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	.056	--	--
Total Data				\$.00

Total Usage and Purchase Charges **\$.00**

Surcharges

Fed Universal Service Charge	1.12
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	4.22
DC 911 Surcharge	.76
	\$8.03

Total Current Charges for 202-510-2269

\$58.73 ✓

Detail for Noor Masumi Phone: 202-510-2269

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
3/11	8:00A	443-271-5348	Peak	PlanAllow	Baltimore MD	Baltimore MD	3	--	--	--
3/11	8:05A	410-925-0255	Peak	PlanAllow,M2M	Baltimore MD	Baltimore MD	2	--	--	--
3/11	8:07A	410-218-0733	Peak	PlanAllow,M2M	Baltimore MD	Baltimore MD	5	--	--	--
3/11	8:23A	410-790-8321	Peak	PlanAllow,M2M	Baltimore MD	Towson MD	2	--	--	--
3/11	8:28A	301-440-2634	Peak	PlanAllow,M2M	Baltimore MD	Capitolhts MD	2	--	--	--



Summary for Cigdem Gunduzhan Phone: 301-272-4105 DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB

\$65.00 monthly charge
Unlimited monthly minutes

Plan from 3/11 - 3/11

Email & Web MHS 10GB SHR

10 monthly gigabyte allowance
\$10.00 per GB after allowance

Email & Web 2GB SHR

2 monthly gigabyte allowance
\$10.00 per GB after allowance

Beginning on 03/07/17:

22% Access Discount

UNL Picture/Video MSG

Unlimited monthly Picture & Video

UNL Text Messaging

Unlimited monthly M2M Text
Unlimited monthly Text Message

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	04/11 - 05/10	65.00
22% Access Discount	04/11 - 05/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	429	--	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	104	--	--
Unlimited M2M Text <i>messages</i>	unlimited	4	--	--
Picture & Video - Sent <i>messages</i>	unlimited	10	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	4	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	4.619	--	--
Total Data				\$0.00

Total Usage and Purchase Charges **\$0.00**

Surcharges

Fed Universal Service Charge	1.12
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	4.22
DC 911 Surcharge	.76
	\$8.03

Total Current Charges for 301-272-4105

\$58.73 ✓

Detail for Cigdem Gunduzhan Phone: 301-272-4105

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
3/11	8:48A	202-257-5271	Peak	PlanAllow	Bethesda MD	Incoming CL	2	--	--	--
3/11	11:14A	301-272-7510	Peak	PlanAllow	Bethesda MD	Incoming CL	1	--	--	--
3/11	12:31P	301-272-4912	Peak	PlanAllow	Bethesda MD	Incoming CL	1	--	--	--
3/12	9:58A	443-745-4273	Peak	PlanAllow,M2M	Bethesda MD	Incoming CL	15	--	--	--



Summary for Nicole Johnson Phone: 443-478-0894
DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB
 \$65.00 monthly charge
 Unlimited monthly minutes

UNL Text Messaging
 Unlimited M2M Text
 Unlimited Text Message

Plan from 3/11 - 3/11
Email & Web MHS 4GB SHR
 4 monthly gigabyte allowance
 \$10.00 per GB after allowance

Email & Web 2GB SHR
 2 monthly gigabyte allowance
 \$10.00 per GB after allowance

Beginning on 04/24/18:
22% Access Discount

UNL Picture/Video MSG
 Unlimited monthly Picture & Video

Have more questions about your charges?
 Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	04/11 - 05/10	65.00
22% Access Discount	04/11 - 05/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	363	--	--
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	8	--	--
Unlimited M2M Text <i>messages</i>	unlimited	2	--	--
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	.578	--	--
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges

Fed Universal Service Charge	1.12
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	4.22
DC 911 Surcharge	.76
	\$8.03

Total Current Charges for 443-478-0894 \$58.73 ✓

Detail for Nicole Johnson Phone: 443-478-0894

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
3/11	10:56A	301-252-4605	Peak	PlanAllow,M2M	Baltimore MD	Gaithersbg MD	22	--	--	--
3/12	3:31P	443-818-2374	Peak	PlanAllow	Owings Mil MD	Incoming CL	21	--	--	--
3/13	8:45A	646-502-6605	Peak	PlanAllow	Reistersto MD	Incoming CL	1	--	--	--
3/13	12:24P	443-818-2374	Peak	PlanAllow	Reistersto MD	Arggrbsnis MD	13	--	--	--
3/17	8:55A	253-287-3453	Peak	PlanAllow	Reistersto MD	Tacoma WA	59	--	--	--
3/17	10:06A	202-631-2140	Peak	PlanAllow,M2M	Reistersto MD	Incoming CL	5	--	--	--

period of approved use the employee will add to his/her monthly expense report twenty-five dollars (\$25) for cellular phone use. No detail of the use is necessary for the flat fee reimbursement.

4. The Managing Principal reserves the right to waive the McKissack policy on cellular phone use for extenuating circumstances.
5. Any employee with a McKissack issued cellular phone will be required to pay for any excessive usage of personal calls.

LONG DISTANCE CALLING

If you are required to make work related long-distance calls, remember long distance calling is work related only and should never be used for personal calls. If an employee has a McKissack cell phone, McKissack encourages employees to use the cell phone for work related long distance calls.

VOICE MAIL

Please leave a personal greeting on your voice mail, stating your name. Please inform callers that they have the option of paging you by pressing 0 for the Corporate Receptionist.

SAFETY AND SECURITY

The safety of employees and visitors is a priority and a concern to the organization. We expect all employees to conduct themselves in a safe manner.

REPORTING ACCIDENTS

Employees are required to immediately report to their supervisor any accidents or any near accidents that occur in the workplace, which could have caused substantial bodily harm.

Employees, however, should not wait for an accident to happen if they are aware of an unsafe working condition. In the event any employee believes that a condition or practice of the organization could cause a health or safety hazard, we encourage the employee to immediately report the matter to the Human Resources Manager.

PERSONAL BELONGINGS

Each employee, not McKissack & McKissack, is responsible for the security of his or her own personal property. It is vitally important that all personal belongings, of any value, be kept out of sight and out of easy reach. Do not leave wallets or purses at workstation or on the floor near desks. Do not hang jackets with wallets in the pockets in closets or on the back of doors or chairs. Easily hidden portable electronic gear of any value should not be left unattended. All of these items are invitations to theft.



PO BOX 489
NEWARK, NJ 07101-0489

KEYLINE



TRACY PRELLER
2926 CRYSTAL PALACE LN
PASADENA, MD 21122-6366

Billing period

Mar 16, 2020 - Apr 15, 2020

Account number

820905923-00001

Invoice number

7996686100

Payment due date

May 7, 2020

Pay your bill online, fast and easy

For convenience and peace of mind you can pay your bill online or enroll in Auto Pay and Paper-free Billing. Visit go.vzw.com/paybill

Your April bill is \$332.27

Handwritten: \$25

It's due on May 7, 2020.

View a full breakdown of this month's charges on go.vzw.com/mybill

Balance forward	\$0.00
Account charges	\$48.62
Tracy Preller 301-252-4605	\$97.10
Jay Preller 443-224-4608	\$97.10
Aprile Preller 443-244-7826	\$59.61
Tracy Preller 667-314-5110	\$29.84
	\$332.27

Good to know

Account charges

These apply to your entire account. Account charges may include Add-ons, such as device protection, Services, such as call blocking, or Late Fees for past due balances. They are separate from charges per line or device.

Check your online bill for all surcharges, taxes and gov fees

The total amount due for this month includes surcharges of **\$9.49** and taxes and gov fees of **\$8.40**. For an itemized list of taxes, fees and surcharges visit go.vzw.com/mybill.

Late fee

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law.